



U.S. Mission, Dili

U.S. Mission Dili, Timor-Leste

Announcement Number: Dili-2012-12

Position Title: Administrative Management Assistant (Resource Manager)

Opening Period: October 22 – November 12, 2021

Series/Grade: FSN-0105-7

Salary: \$ 11,981.00 /Annum

For More Info: Human Resources Office at DiliHRRecruiting@state.gov

Who May Apply: For USEFM – FP is 7. Actual FS salary determined by Washington D.C.

- All Interested Applicants / All Sources.

Security Clearance Required: Local Security Certification/ Public Trust

Duration Appointment: Indefinite subject to successful completion of a probationary period.

Marketing Statement: We encourage you to read and understand [the Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Mission in Dili, Timor-Leste is seeking eligible and qualified applicants for the position of Administrative Management Assistant (Resource Manager).

The work schedule for this position is: Full Time 40 hours per week.

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: This position serves as the Resource Manager for the Office of Defense Cooperation (ODC). The primary function is to plan, coordinate, and execute annual and multi-year budgeting of Operations & Maintenance funds (~\$100K annually), Security Cooperation activities (~\$2 million annually), Foreign Military Financing program (~\$3 million annually), and International Military Education Training program (\$400K annually). The incumbent will plan, coordinate, and execute Departments of Defense and Department of State financial actions through associated financial management software and regulations. Position will oversee procurement, contracting goods and services, and coordinate with U.S.

Embassy GSO in support of ODC program areas. Oversees all office supply purchases and expendables. Performs other duties as required by the Chief, Office of Defense Cooperation Timor-Leste

Qualifications and Evaluations

EDUCATION: Minimum two years of full-time post-secondary study (or the equivalent hours spread across a part-time study period) at college or university is required.

Requirements:

EXPERIENCE: At least three (3) years of responsible experience in general program management, finance/accounting, budget administration, or budget formulation and execution is required.

Evaluations:

LANGUAGE: Fluent in English and Tetum Reading/Writing/Speaking are required (This may be tested).

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits:

Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Timor-Leste may receive a compensation package that may include health, separation, and other benefits.

For EFM, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Clearance/ Public Trust. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Embassy website.

To apply for this position, applicants should electronically submit the documents listed below

Required Documents: In order to qualify for the position, you **MUST** submit the requested documents by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position. Please provide the required documentation listed below with your application:

- DS-174 (Application Form)
- Degree/ Diploma
- Transcripts
- SF-50 (if applicable)
- For AEFM/USEFM/EFM/MOH: A copy of sponsor’s orders showing that your sponsor has an assignment in the U.S. Mission Timor-Leste with a copy of Form DD-214 (if invoking AEFM/USEFM who is a preference-eligible U.S. Veteran hiring preference).

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Dili, Timor-Leste.